Basics of Microsoft Outlook/Email

Microsoft Outlook

Workshop Outline for Improve Your Outlook
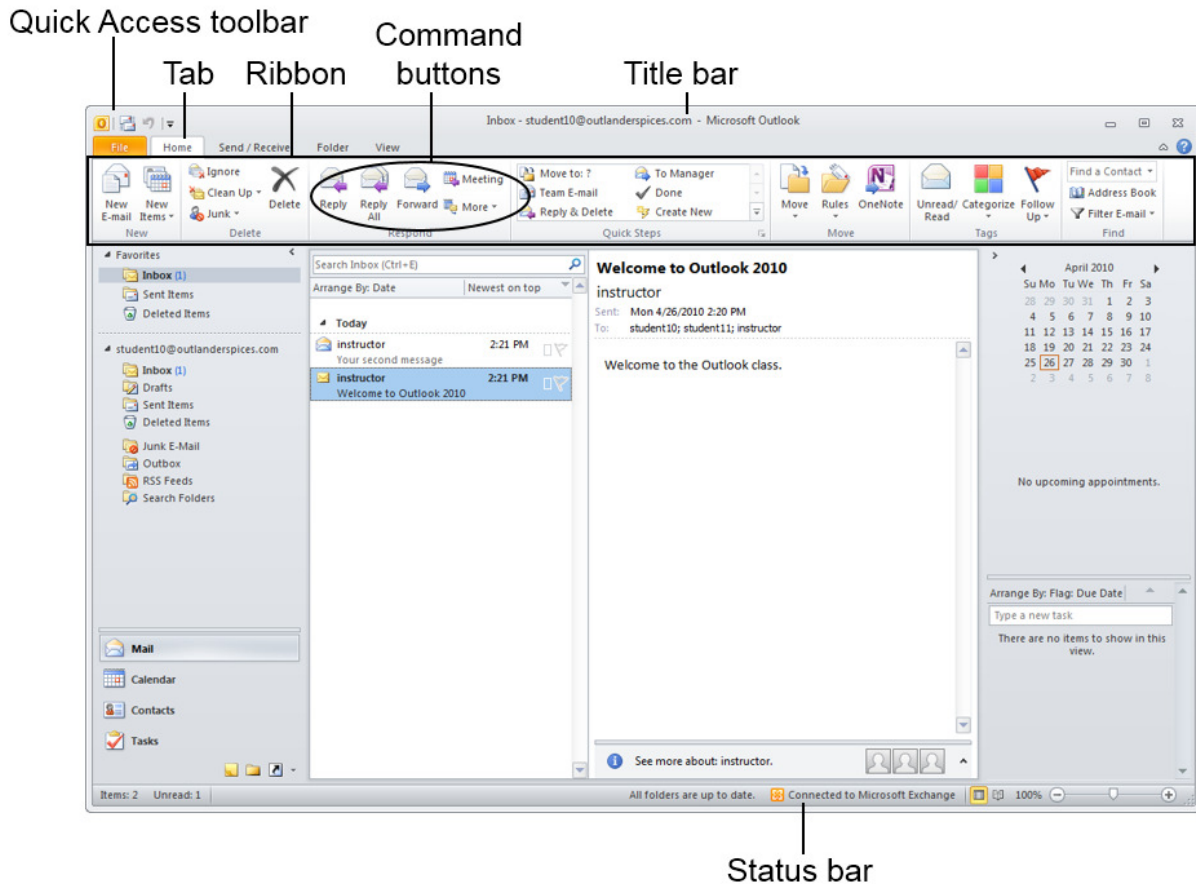**Microsoft Outlook**

Contents

Starting the application

You can start a look by clicking on start and choosing all programs Microsoft office and Microsoft office 2010.

The Outlook 2010 window

The Outlook window also contains elements that are specific to the Outlook application. These elements include a Navigation pane, a Folder pane, a Reading pane, and a To-Do Bar. The Navigation pane shows the active pane and a set of buttons for switching the active pane. The Folder pan displays the Folder Contents list. The Reading pane displays emails. The To-Do Bar displays the Date Navigator, upcoming appointments, and tasks.

Navigation pane   Folder pane   Folder Contents list   Reading pane   To-Do Bar

Active pane

Pane-switching buttons
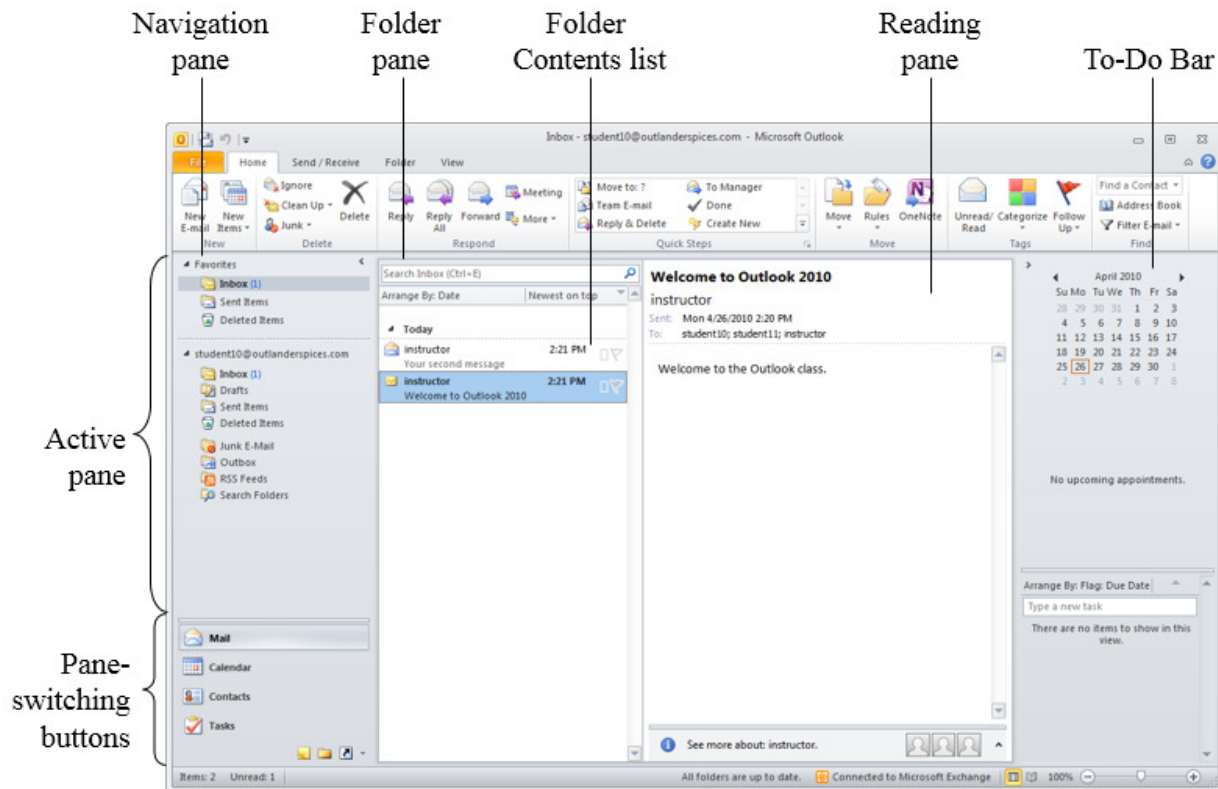
Expanding and minimizing a pane

You can collapse and expand the Navigation pane and To-Do Bar by clicking the sideways-pointing caret-shaped buttons at the top of those panes. If the pane is expanded, clicking the button minimizes the pane. A minimized pane shows summary information and key buttons. If the pane is minimized, clicking the button expands the pane to show its full complement of information and commands.

Resizing a pane

You can increase or decrease the width of an individual pane in the program window. To do so, point the border of the pane so that the pointer appears as a double-headed arrow, and then drag the border to the left or right.

The Navigation pane

The Navigation pane provides centralized navigation to all parts of Outlook. The top section displays the active Outlook pane, and the bottom section contains the pane switching buttons.

Default panes

Outlook provides several default panes where you can access folders or shortcuts specific to each pane. You can access each pane by clicking the pane-switching buttons in the Navigation pane.
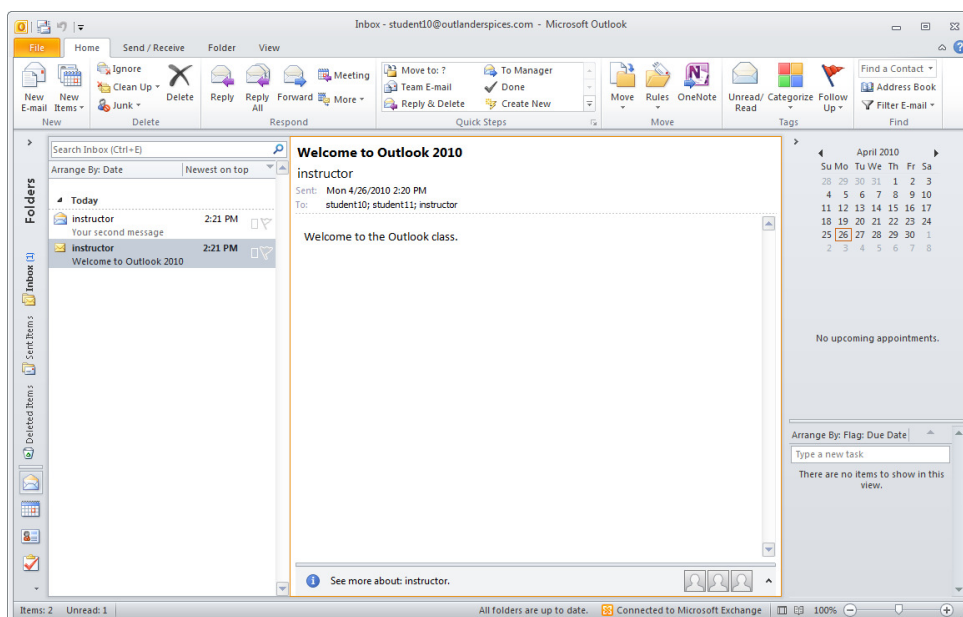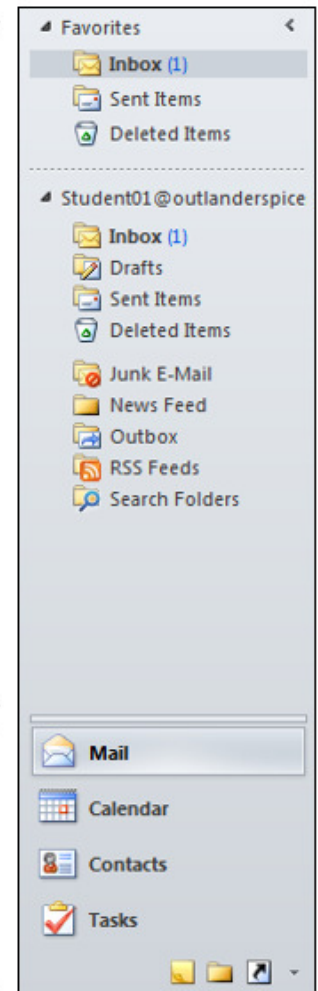
Available panes
- Mail
- Calendar
- Contacts
- Tasks
- Notes
- Folder
- Shortcuts
- Journal

Collapsing and expanding the Navigation pane

You can free up space in your Outlook windows by collapsing the Navigation pane. To collapse or expand the Navigation pane, either click the sideways-car=et symbol (< or >) at the top corner of the pane, or click the View tab and choose Normal, Minimized, or Off from the Navigation Pane menu.

Favorites
- Inbox (1)
- Sent Items
- Deleted Items

Student01@outlanderspice
- Inbox (1)
- Drafts
- Sent Items
- Deleted Items
- Junk E-Mail
- News Feed
- Outbox
- RSS Feeds
- Search Folders

Active pane (Mail)

Mail
Calendar
Contacts
Tasks

Pane-switching buttons

Inbox - student10@outlanderspices.com - Microsoft Outlook

File   Home   Send / Receive   Folder   View

New E-mail | New Items | Ignore | Clean Up | Junk | Delete | Reply | Reply All | Forward | More | Meeting | Move to: ? | Team E-mail | Reply & Delete | Create New | To Manager | Done | Move | Rules | OneNote | Unread/ Read | Categorize | Follow Up | Find a Contact | Address Book | Filter E-mail

New   Delete   Respond   Quick Steps   Move   Tags   Find

Search Inbox (Ctrl+E)

Arrange By: Date   Newest on top

▲ Today

instructor   2:21 PM
Your second message

instructor   2:21 PM
Welcome to Outlook 2010

Welcome to Outlook 2010
instructor
Sent: Mon 4/26/2010 2:20 PM
To: student10; student11; instructor

Welcome to the Outlook class.

April 2010
Su Mo Tu We Th Fr Sa
28 29 30 31 1 2 3
 4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
 2 3 4 5 6 7 8

No upcoming appointments.

Arrange By: Flag: Due Date

Type a new task

There are no items to show in this view.

See more about: instructor.

Items: 2   Unread: 1   All folders are up to date.   Connected to Microsoft Exchange   100%

Outlook folders

Outlook provides folders in which you can save and store the items you create. You can access these folders by using the default panes within the Navigation pane. You can also access a folder by clicking the Folder List icon in the Navigation pane and then clicking the folder you want. You can use the default folders or create your own folders.
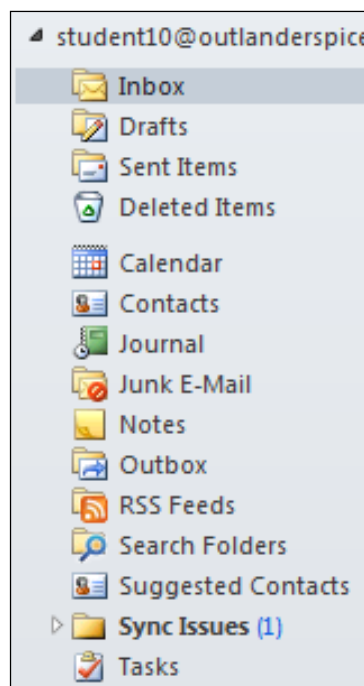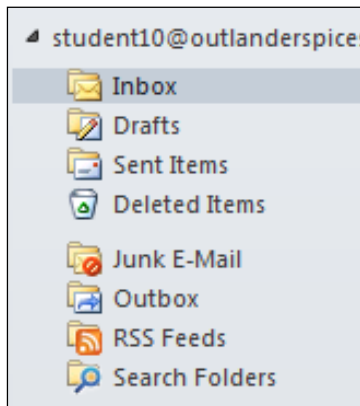

The Reading pane

- Displayed only when a mail-related pane or folder is active
- Read contents of an item
- Preview and open attachments
- Follow a hyperlink
- Use voting buttons
- Respond to meeting requests

The Inbox

By default, all messages you receive are stored in the Inbox folder. This is one of the most frequently used folders in Outlook. You can read messagers stored in the Inbox. You can also create and send messages and reply to messages.

Icon	Description
✉	New and unread message
✉	Message that's been read
✉	Message that's been read and replied to
✉	Message that's been read and forwarded
📎	Message with a file attachment
🚩	Flagged message

Additionally, a category indicator icon is shown for each message. By default, messages are uncategorized, so the box-shaped icon is white. You can assign a category in which case the icon will be blue, red, or one of the other available colors.
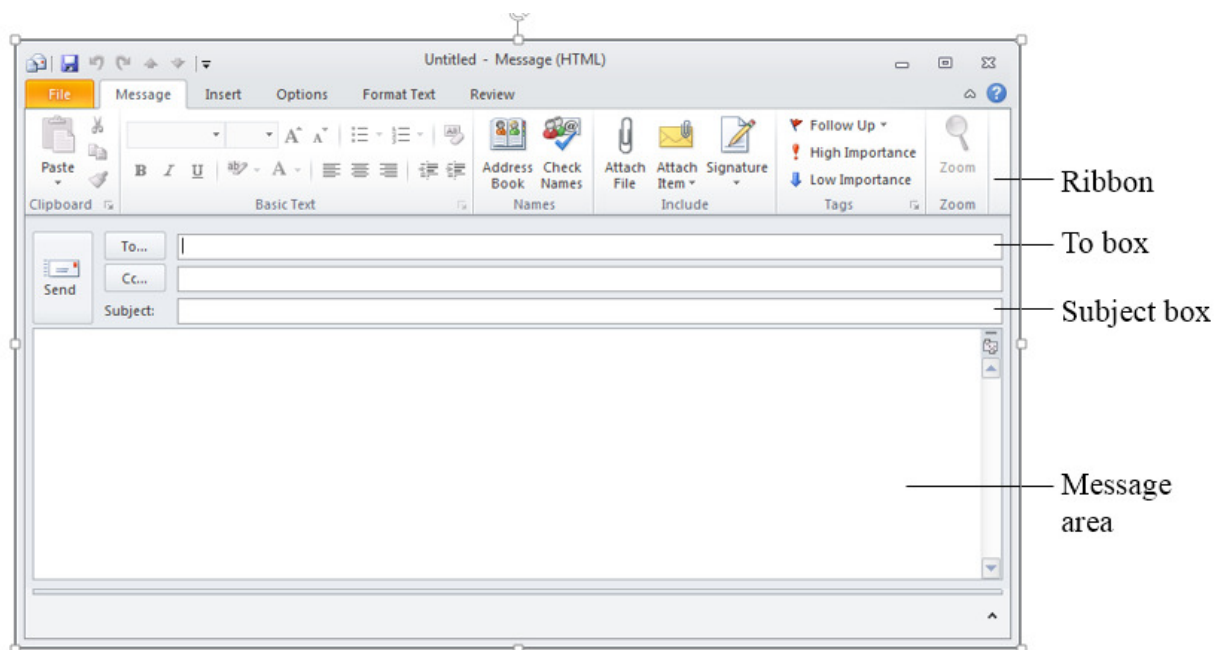
Creating Messages

The Bcc box
Recipients can see who a message is sent to by looking at the e-mail header in the Outlook window. This is also true when you include a recipient on the cc line, However, you can send a

"blind carbon copy" (bcc) to a recipient. He or she will recive the copy, but none of the reipients will see the name on the To or CC lines.

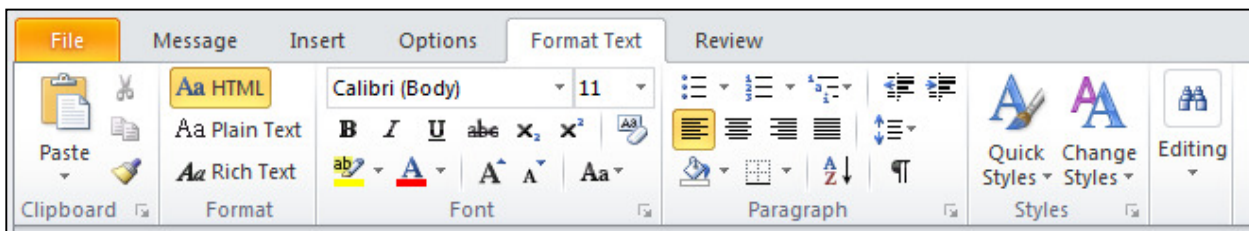**Selecting the message format**
By default, new messages are composed in HTML format. HTML formatting in messages enables you to apply character and paragraph formats to your message's body text.
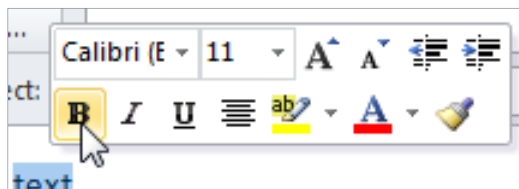
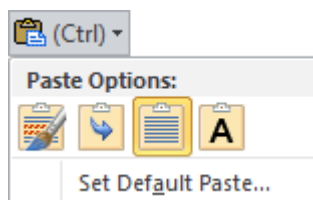# Formatting messages

Message tab on Ribbon in Message window
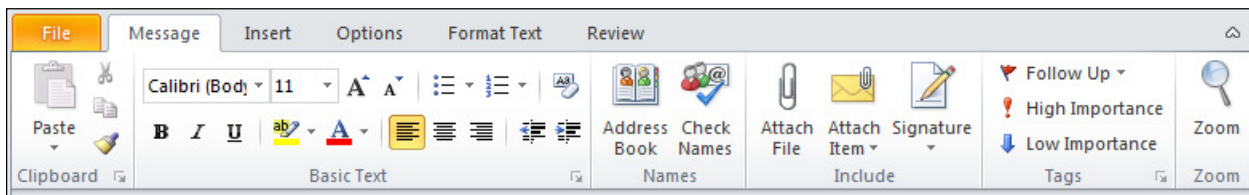
Format Text tab

Mini toolbar

Paste Options

	Keep Source Formatting
	(preserves the original text formatting)
	Keep Text Only
	(cleans the text and removes all original formatting)
	Merge Formatting
	(matches the text around it)
	Use Destination Theme
	(when copying between documents changes to the standard styles for the new document)

Working with messages

Outlook provides a variety of tools for managing your email messasges.
- Reply
- Forward
- Delete and Restore

Replying to a message
- Reply – Creates a return message addressed only to the sender
- Reply All – Creates a return message addressed to the sender and everytone who received a carbon copy of the original message.

Forwarding a message

By default, when you forward a message, you're really creating a new message. And in that new message, the entire original message is included in the body text, with the insertion point at the top of the new message. You can change this behavior using the Outlook Options dialog box.

To open the dialog box, click the File tab and then click Options. In the left pane, click Mail to display the mail properties that you can configure. Scroll to the "Replies and Forwards" section.

Handling Attachments

You can attach any type of file to an email message in order to send the file o the recipient. For example, you can send Word, graphics, sound, and movie files as attachements. You can attach a single file or multiple files to a message.

By default, Outlook blocks potentially unsafe attachments, such as EXE and VBS.

| ✉ Message | 🖼 Spicearrangment1.jpg (140 KB) |
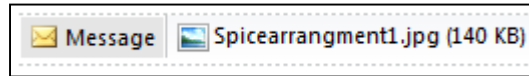
Specifying email reply addresses.

By default, when a recipient replys to an email message, the reply is sent to the original sender's address. However, when you send a message, you might want replies to be sent to a different address.

1. Create a message
2. Open the message's Properties dialog box:
    a. On the Message tab, in the Tags group, click the Dialog Box Launcher. In the dialog box, check "Have replies sent to."
    b. On the Options tab, in the More Options group, click Direct Replies To. In the dialog box, "Have replies sent to" is checked automatically.
3. Next to "Have replies sent to," specify the email address to which you want replies sent.
4. Click Close
5. Finish the message and click send.

Managing junk email

You might get unwanted or junk email messages, which can clog your Inbox if they're nore managed properly. Outlook provides various tools to help you manage such messages.
1. The Junk Email folder
2. The Junk Email Filter
3. The Blocked Senders list
4. The Safe Senders list
5. Additional Options

The Junk email folder appears in the left-most column under your list of all mail folders. If you have any junk messages, this folder will appear in bold with a number in parenthesis to its right indicating the total number of messages.

Simply click on the Junk folder to view these messages. To permanently delete this mail, select the Delete icon in the upper left of the Outlook Home tab while viewing an individual email, or right-click on the Junk folder and select Empty folder from the menu that appears.
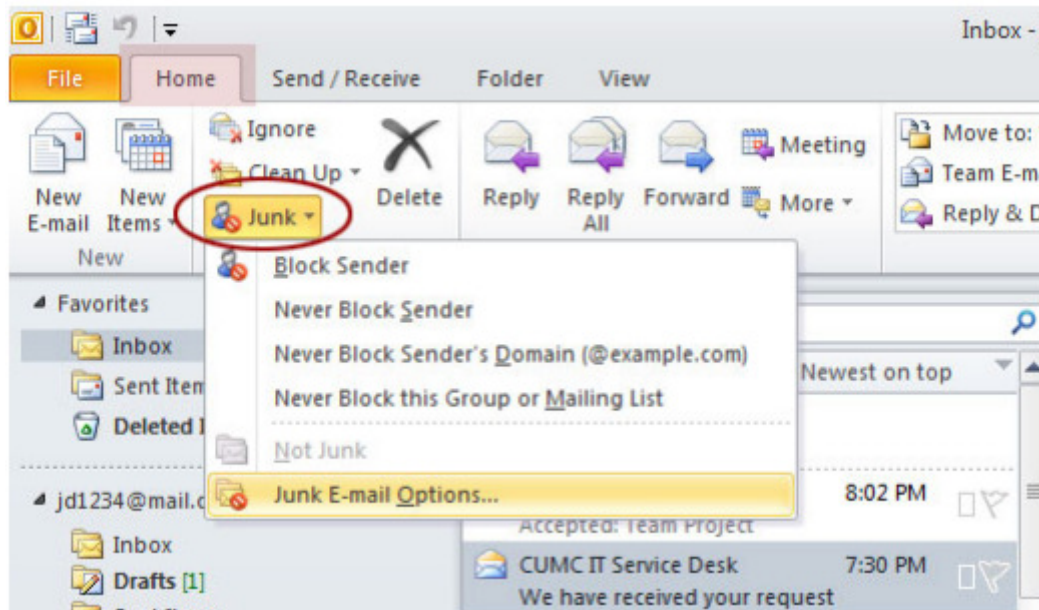
The first options in the Junk drop down menu reference the specific message that is selected in your mail Outlook window. For quick Junk mail filtering, select any of the following:

- **Block Sender** - automatically put any email from the sender's address into your Junk E-mail folder.
- **Never Block Sender** - messages where the sender's email address is in the From field will never be identified as Junk E-mail.
- **Never Block Sender's Domain** (@example.com) - any messages from that same domain will not be filtered as Junk E-mail.
- **Never Block this Group or Mailing List** - messages that use a distribution list may have the email address in the To, Cc or Bcc fields of the email you receive.

In this case you would add them to the Safe Recipients List to ensure that messages aren't filtered as junk mail.

Search folders

In Outlook, you can use built-in Search folders to find messages in a specific category or based on a specific condition. For example, you could use a Search folder to find all messages containing specific text.

1. In the Navigation pane, click Mail
2. Right-click Search Folders and choose New Search Folder
3. From the Select a Search Folder list, select a condition
4. Click OK

Signatures

You can create personalized signatures for your email messages that include text, images, your electronic business card, a logo, or even an image of your handwritten signature.

1. Open a new message. On the Message tab, in the Include group, click Signature, and then click Signatures.
2. Signatures command on the ribbon
3. On the E-mail Signature tab, click New.
4. Type a name for the signature, and then click OK.
5. In the Edit signature box, type the text that you want to include in the signature.
6. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
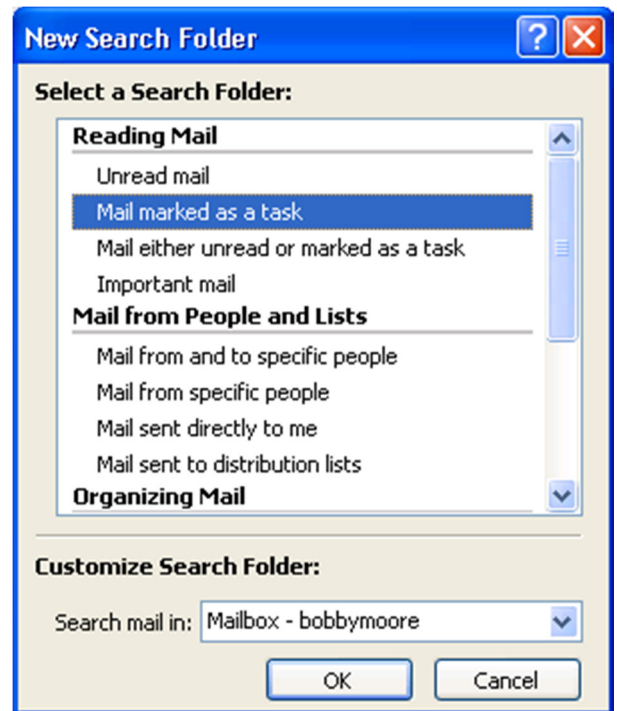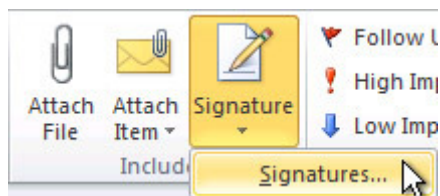
Add a signature to messages

1. Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

2. Under Choose default signature, in the E-mail account list, click an email account with which you want to associate the signature.
3. In the New messages list, select the signature that you want to include.
4. If you want a signature to be included when you reply to or forward messages, in the Replies/forwards list, select the signature. Otherwise, click (none).
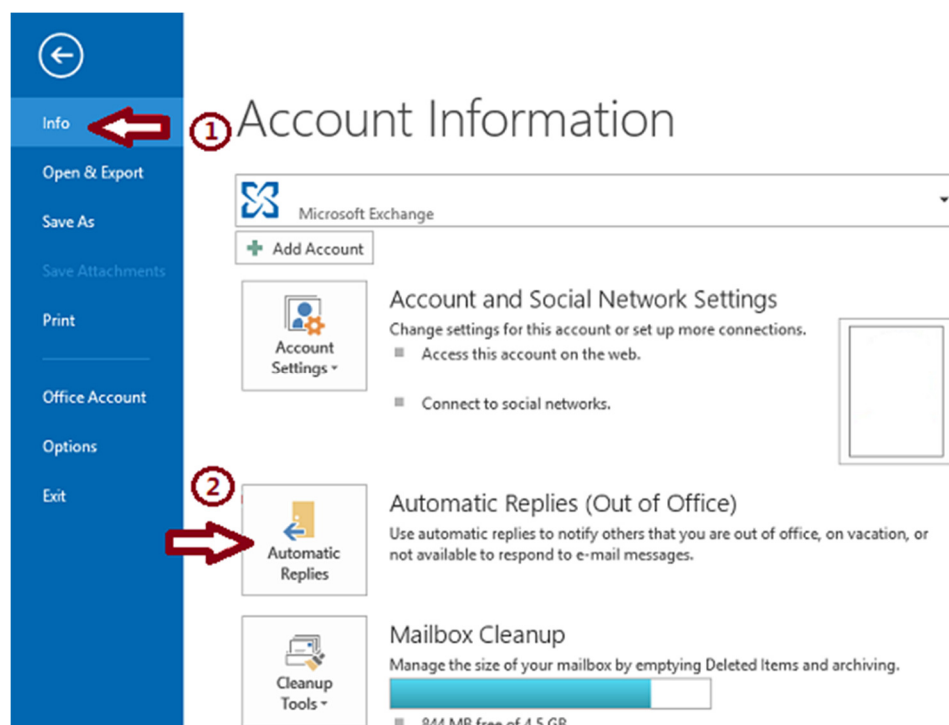
Automatic replies

You might want to send automatic replies to the email messages you receive, such as when you are out of the office on a business trip. You can use the Automatic Replies dialog box, formerly called the Out of Office Assistant, to send such replies.

In order to process automatic replies, Outlook must be open and running on your computer or you must use an Exchange Server. In an Exchange Server environment, it is the server, not Outlook that manages the automatic replies.

1. Click the File tab, and then click the Info tab in the menu.
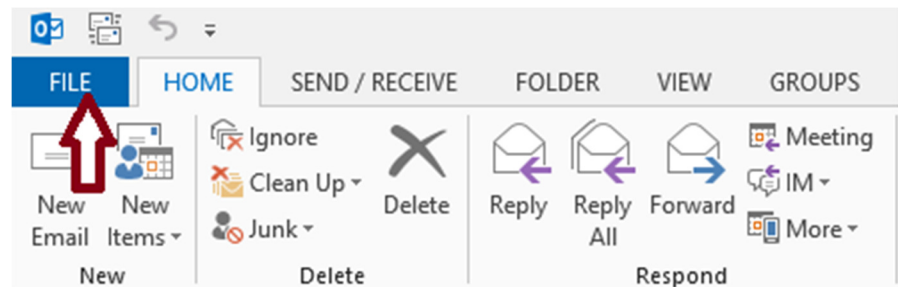
2. Click Automatic Replies (Out of Office).

3. In the Automatic Replies dialog box, select the Send Automatic Replies check box.
4. If you want to specify a set time and date range, select the Only send during this time range check box. Then set the Start time, and then set the End time.
5. In the Inside my organization tab, type the message that you want to send within your organization, and in the Outside my organization tab, type the message that you want to send outside your organization.
6. Click OK.

Setting Rules

A rule is an action that Microsoft Outlook takes automatically on an arriving or sent message that meets the conditions that you specify in the rule. You can choose many conditions and actions by using the Rules Wizard.

Rules fall into one of two categories — organization and notification. Rules don't operate on messages that have been read, only on those that are unread.

Creating Rules

You can create rules in at least two ways. If you have an email message that meets the criteria you want to use in your new rule, you can select that message, click Rules, and choose Create Rule. Alternatively, you can start the Rules Wizard by clicking Rules, choosing Manage Rules & Alerts, and clicking New Rule

QuickSteps